

Dementia Buddy Coordinator

Job description

The Dementia Buddy Volunteer team are based at Medway Maritime Hospital supporting inpatients. The volunteer Buddies support patients who are living with dementia by offering a range of support and reassurance which helps to make their admission a more positive experience. You will be leading and coordinating the volunteer team. You will strive for the highest standards of volunteer recruitment, placement, engagement, and retention whilst always promoting our values and ensuring people affected by dementia are at the heart of all we do. You will enjoy working as part of a wider team that works together to champion the rights of people affected by dementia to participate in family and community life.

Reporting to: Dementia Support Manager

Line manages: Volunteers

Location: Medway Maritime Hospital

Hours: 16.5 hours per week which will include some weekend cover and occasional evenings with notice

The Role Responsibilities

You will be driven by being part of an exceptional team that works tirelessly to improve the lives of people affected by dementia. You will be passionate about the impact that volunteer service brings to the patients living with dementia, their careers, and volunteers. You will Source and recruit local Volunteers using different recruiting techniques and create a positive volunteering experience that helps to recruit and retain exceptional volunteers.

1. Interview volunteers using the 'safer recruitment procedures' completing the appropriate checks and organise inductions
2. Provide volunteers with regular support to ensure they are confident and happy within their role, by providing regular supervisions and team meetings
3. Identify volunteers training needs and organise training updates
4. Update service policies and processes to ensure the effective running of the service, keeping up to date with changes in legislation
5. Build robust networks and relationships with ward managers and health care professional to promote the scheme
6. Liaise with the Dementia and Delirium team, Trust Volunteers Manager giving relevant updates on service.
7. Attend team meetings to represent the scheme
8. Coordinate the volunteer team to maximise ward cover across the week
9. Ensure the volunteering database is updated daily, logging all activity
10. Produce a monthly progress report for the Dementia Support Manager
11. Evaluate and monitor volunteer support to ensure we deliver a quality service
12. Oversea the volunteers to provide person centred support to the patients
13. Adhere to the aims of Alzheimer's & Dementia Support Services and act as an informed advocate wherever possible.
14. Provide an on-call service for the volunteers to offer guidance when volunteering on the wards

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This role description is not exhaustive and serves only to highlight the main requirements of the post holder. The Chief Executive Officer may stipulate other reasonable requirements.

THIS POST IS SUBJECT TO A FULL DISCLOSURE AND BARRING SERVICE REPORT

EXPERIENCE

Desirable

- Some Knowledge of Dementia.
- Experience of recruiting and coordinating volunteers
- Good organisational skills and the ability to manage a variety of tasks
- Ability to produce clear, accurate and effective written documents
- Ability to manage time productively
- Awareness of relevant legislation including Health and Safety and Data Protection
- Awareness of other legislation including Safeguarding and Mental Capacity.

Essential

- Experience in effective record keeping and maintaining a database
- Experience of building internal and external relationships and networks
- Ability to motivate and communicate effectively with a wide range of people
- Ability to communicate effectively the charity's vision, mission and values Ability to be empathetic to volunteers and sympathetic to their needs
- Ability to assess problems and find solutions
- Proven knowledge of Microsoft Office suite and other IT solutions
- An understanding of dementia, the needs of people with dementia and their carers
- An understanding of the need for confidentiality
- knowledge of Microsoft and excel suite

Personal Qualities

- Reliable and conscientious
- Empathetic
- Flexible and enthusiastic team worker
- Resilient and able to work under pressure
- Committed to on-going personal professional development
- A non-judgmental response to the behaviors exhibited by people with dementia }
- Committed to promoting equality, diversity and inclusion
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QUALIFICATIONS

Evidence of continuing professional development

Hours: Minimum 16.5 hours per week, part time and flexible hours

Working pattern: To be agreed. It will be based around the hours of 9:00am - 8:00pm (volunteer Hours) Monday to Sunday, with occasional evening events.

Holiday allowance: 24 days per year plus Bank Holidays (por rata)

Overtime: This role is expected to manage the delivery of its responsibilities within the above hours; any overtime should be discussed in advance with the line manager and will be compensated with time off in lieu.

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Travel: The post holder will be required to hold and UK Driving License to enable travel around the Medway and Gravesham areas. Mileage will be paid.

Interviews will be held the week commencing 14th March 2022.

Candidates will be required to provide proof of covid all vaccinations.

To apply please apply via indeed to request an application form as no applications will be considered without a completed application

Salary: £11.44 per hour

COVID-19 considerations:

Covid-19 policy and precautions are implemented by the Medway Trust